

JAN 26 1954

MEMORANDUM FOR: Administrative Assistants, Logistics Office

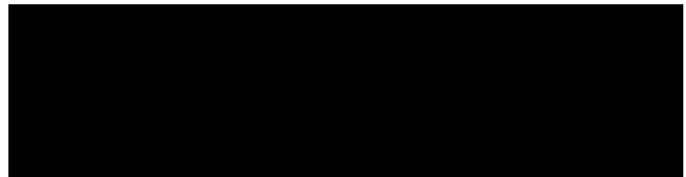
SUBJECT : Signer's Copy, request for

1. It is requested that, beginning 25 January 1954, one copy of all correspondence prepared for the signature of the Chief and/or the Deputy Chief of Logistics be indicated as "Signer's Copy". This copy will be in addition to the usual number of copies required.

2. It is further requested that this copy be typed on pink tissue and that, when assembling the correspondence, it be placed on the bottom of all copies.

3. After the correspondence has been properly logged-in through LO Mail and Records Section and signed and dated, this copy will be removed and filed in the Office of the Chief of Logistics to be used as a ready reference file.

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